



## CHAUFFEUR

An opportunity is available to work as a Chauffeur within the General Services Section at the U.S. Embassy, Canberra.

Salary: A\$49,483 p.a. + superannuation benefits

**All applicants must address the selection criteria detailed below with specific and comprehensive information supporting each item.**

**Please note that incomplete applications will not be considered, so please review the how to apply instructions carefully.**

1. Completion of secondary school (Year 10) is required.
2. A minimum of two years full-time professional chauffeur experience is required.
3. Level 3 (Good Working Knowledge) written and spoken English is required. This may be tested.
4. A current driver's license that enables the individual to legally drive in Australia is required.
5. A thorough knowledge of the Australian Capital Territory streets as well as areas to avoid during heavy traffic flow and areas of security concern is required.
6. Must be able to operate a computer and be familiar with Microsoft Office applications.

For instructions on how to apply, please refer to the [duties and responsibilities statement](#).

Forward letter, response to the selection criteria, and resume to the Regional Human Resources Office, American Embassy, Moonah Place, Yarralumla, ACT 2600 or via email to: [usaembrhro@state.gov](mailto:usaembrhro@state.gov) by **May 8, 2015**

Hand delivered applications cannot be accepted. Offers of employment are subject to medical and security clearances.

**Note:** *Only short listed applicants will be contacted.*

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**POSITION TITLE: CHAUFFEUR****POSITION GRADE LE- 4  
(STARTING SALARY A\$49,483)**

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**DUTIES AND RESPONSIBILITIES****Basic Function of the Position**

The employee will perform a range of driving and messenger services as detailed in the General Services Office daily schedule, Perform daily internal and external mail and courier deliveries. Chauffeur Embassy personnel to and from official meetings. Assist with the transport of VIP visitors, and participate in official motorcades as required. The employee is also responsible for ensuring the GSO fleet of 6 self drive and GSO courier vehicles are maintained to the highest possible standards (interior and exterior) at all time and for completing trip tickets and forwarding fuel and maintenance receipts to GSO.

**Major Duties and Responsibilities****A. Chauffeur (90%)**

- Chauffeur Embassy and/or TDY personnel to meetings and other official functions as detailed by the GSO Shipping and Transportation Supervisor.
- Transports and renders appropriate assistance to visiting VIPs during visits.
- Performs mail, messenger and courier services for the GSO and other sections of the Embassy.
- Maintains the official log documenting use of the GSO courier vehicle; advise when the assigned vehicle requires service or repair.
- Responsible for the cleaning and polishing the interior and exterior of the assigned vehicle and other GSO self-drive vehicles to ensure they are maintained to the highest standard at all times.
- Serve as primary back up for the Deputy Chief of Mission Driver
- Serve as back up for Ambassador's driver as required

**B. Office Support (10%)**

- Assist GSO Transportation with general office and clerical duties including updating of vehicle spreadsheets, trip tickets, filing etc.
- Performs general clerical duties and ad hoc assignments for GSO and other Embassy sections as assigned.
- Other Duties as directed

## **Selection Criteria**

All applicants **must** address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Completion of secondary school (Year 10) is required.
2. A minimum of two years full-time professional chauffeur experience is required.
3. Level 3 (Good Working Knowledge) written and spoken English is required. This may be tested.
4. A current driver's license that enables the individual to legally drive in Australia is required.
5. A thorough knowledge of the Australian Capital Territory streets as well as areas to avoid during heavy traffic flow and areas of security concern is required.
6. Must be able to operate a computer and be familiar with Microsoft Office applications.

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

## **SELECTION PROCESS**

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

## **ELIGIBILITY REQUIREMENTS**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their

employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

6. The candidate must be able to obtain and hold a Sensitive But Unclassified security clearance.

## **HOW TO APPLY**

You **must** explain how you meet **all** of the requirements of the vacant position. Only those candidates providing specific and comprehensive information supporting each of the essential selection criteria of the job advertisement will receive further consideration for the post. Your job application **must** consist of the following documents:

- ✓ Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); or a current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); and;
- ✓ A document addressing the selection criteria with specific and comprehensive information supporting each item,
- ✓ (If applicable) Candidates must provide evidence of their eligibility to work in Australia by providing a copy of their work visa or permit, or residency, and;
- ✓ (If applicable) Candidates who claim U.S. Veterans preference **must** provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference **must** submit documentation confirming eligibility for a conditional preference in hiring with their application. Any U.S. Veterans who apply **must** also indicate whether they wish to invoke their preference.

### **INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED**

You may also include any other documentation (e.g., essays, certificates, awards) in support of your application and in addition to the information provided above.

## **SUBMIT APPLICATION TO**

Regional Human Resources Office  
American Embassy  
Moonah Place  
YARRALUMLA ACT 2600

or via email to: [usaembrhro@state.gov](mailto:usaembrhro@state.gov)

**THE DEADLINE FOR APPLICATIONS IS May 8, 2015**

The U.S. Mission in Australia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

US Mission Australia maintains a drug free work environment.

**APPENDIX B**

**If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.**

Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (Yes or No)
- J. Special Accommodations the Mission needs to provide
- K. If applying for position that includes driving a U.S. Government vehicle, provide Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References